



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblywoman Baker

Classification: Office Assistant

Posted: 7/5/17

Assemblywoman Baker seeks an Office Assistant for her San Ramon office. This position includes but is not limited to maintaining the Assemblymember's district schedule, greeting visitors, answering the telephone and constituent requests for general information, tours, and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and legislative duties. Candidate must work well in a team environment. Some nights and weekends required. For more information or to submit your resume, please contact the Chief of Staff at the email listed.

Contact: erin.donnette@asm.ca.gov